



**IMAGINE SCHOOLS  
BELLA ACADEMY OF EXCELLENCE**

**2022-2023  
Family Handbook**



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Appendix 1 – Anti-Harassment, Anti-Intimidation, or Anti-Bullying Policy

Appendix 2 – Internet Safety Policy

## **Welcome to Imagine Schools – Bella Academy of Excellence**

### **INTRODUCTION**

This Handbook (the “Handbook”) was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This Handbook contains important information that you are responsible for knowing. Become familiar with the following information and keep the Handbook available for reference by you and your parents. All of the information, policies and procedures contained herein are subject to change at the discretion of the Board of Directors (“the Board”). Any time this Handbook should conflict with a policy adopted by the Board, the policy shall supersede and control. The term “parent” when used herein means an official caregiver of a minor child, including but not limited to mother, father, stepparent, grandparent, foster parent, or court-appointed guardian. If you have any questions about this Handbook, please contact the School’s Principal. The School Principal may also be referred to as the School Leader and has similar authority and responsibilities as the superintendent of schools for a local district.

The family Handbook does not constitute a contract between the School and the student/parent.

### **VISION**

Preparing students for academic excellence and lifetime achievement.

### **MISSION**

Creating an innovative and academically excellent learning environment which is centered on students, directed by teachers, and supported by home and community.

### **STATEMENT CONCERNING STATE TESTING AND COMPULSORY ATTENDANCE LAW**

Bella Academy of Excellence (the “School”) is a community school established under Chapter 3314 of the Ohio Revised Code. The School is a public school, and students enrolled in and attending the School are required to take proficiency tests and other examinations that are prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law. Students that have been excused from the compulsory attendance laws for the purpose of home education as defined by the Ohio Administrative Code shall no longer be excused for that purpose upon their enrollment in the School. For more information about this matter, please contact the School or the Ohio Department of Education.

## **ADMISSION**

The School will not charge tuition. The School will not discriminate in its pupil admission policies or practices on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as a handicapped person, or any other basis. All students of the School must be residents of the State of Ohio. Admission is open to students on a statewide basis.

Applications are accepted for student admission up to the deadline date for a lottery drawing. Priority for enrollment shall be given to students that reside in the district in which the School is located, returning students and their siblings, and students who are children of full-time staff members employed by the school. If on the deadline date for a lottery drawing the number of applicants per grade level exceeds the number of seats, a lottery drawing is held for those grade levels. The lottery drawing places children in order for possible enrollment into the school. As the School operates and accepts students year-round, if (after the lottery) places become available, students are accepted from a prioritized wait list based on the results of the lottery or, if there is no wait list, then on a first-come, first-serve basis. If a lottery is necessary, it shall take place at a public location. All parents of children selected in the lottery will be notified of the selection by certified mail or by telephone call. Parents will have up to seven (7) days from receipt of the certified mail to contact the School regarding their decision. If a parent does not respond within seven (7) days of receipt of the certified mail, the school will select another child from the lottery.

## **PROCESS AND CRITERIA**

The School admits children of any race, color, religion, religious expression, or sex. Furthermore, there will be no discrimination in the admission of students to the school on the basis of race, creed, color, national origin, sex or disability. For admittance the following will be required: completing and submitting the registration form and such other enrollment materials that the School deems necessary; and submitting copies of the child's birth certificate, Social Security Card, current immunization record as mandated by law, and proof of residence. Parents have 14 days to provide all student records as deemed necessary by the School. The requirement to provide a Social Security Card is voluntary and for those who submit a Social Security Card, the information obtained will be used for student tracking identification purposes.

Children entering the Kindergarten program must be five years of age on or before September 30<sup>th</sup> or qualify for early entrance under the School's policy. Contact the School Principal for further information regarding the early admission criteria.

## DAILY PROCEDURES

### ARRIVAL

Doors will open at 8:00 a.m. each morning for students who are arriving for school. Students will not be permitted into the building prior to 8:00 a.m. even during the winter months. **Due to health and safety pre-cautions related to the ongoing COVID-19 public health situation, parents will only be permitted to enter the building with an appointment scheduled in advance and approved by the Principal.** As students enter the building, they will be scanned for a safe temperature to attend school. If an unsafe temperature is recorded (above 99.6), the student will stay in a separate waiting room while parent/guardian is contacted for pickup. All parents should remain available for contact after drop-off in the case of medical removal. Breakfast is free for all students and provided to students each morning in the classroom.

Instruction begins at 8:30 a.m. for all students in grades K-6. On time arrival is highly important to ensure academic success for all students.

### TARDY

Students who arrive on time will have a better chance to achieve. Students who arrive after 8:30 a.m. to the building will be marked tardy. A tardy will only be excused if a legitimate excuse is provided. See Attendance Procedure for reasons a tardy/absence will be excused.

### BREAKFAST

Breakfast will be served between 8:00 a.m. and 8:30 a.m. in the classrooms

### LUNCH

Students will have a lunch period each day. A nutritious lunch will be provided through the lunch program at School, or students may bring a lunch from home. If you bring lunch to your child during school hours, you must drop it off in the office. No adults will be permitted to take lunches to classrooms. ***PLEASE REMEMBER TO PUT YOUR CHILD'S NAME ON THEIR LUNCH BOX IF YOU PACK A LUNCH.***

### PEANUT FREE SCHOOL

Due to life threatening allergies, Bella Academy of Excellence is a peanut free school.

### FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN

If a student has, or develops, a serious food allergy, the student and his parent/guardian must complete a Food Allergy & Anaphylaxis Emergency Care Plan, available in the School office.

### EARLY DISMISSAL

Students who leave school early, including anytime during the last 30 minutes of the day, are marked as "early dismissal" which may impact their attendance record. Students who depart early

without a documented medical reason or note from a physician will be subject to receipt of a zero (0) on all missed assignments and/or assessments.

### **DISMISSAL AND PICK-UP TIMES**

Students will be dismissed by 4:00 p.m. for pickup. Students must adhere to school-wide rules during dismissal time. Students must have a note if they will not be using the normal means of transportation. See Emergency Changes in Transportation for more information.

### **EMERGENCY SCHOOL CLOSING/INCLEMENT WEATHER POLICY**

In the event that there is inclement weather, the School will notify parents via our automatic call system and ClassDojo regarding the decision to close school or delay its opening. The School will also notify the media (**Fox 8 & NBC Channel 3**) of school closures or delays. Unless closure is announced, the School will hold classes for those students who can travel safely to School. Schools may be listed on these media as “Imagine Bella Academy” or “Bella Academy of Excellence”.

In the event the start of school is delayed, School will begin at 10:30 a.m.

**Announcements will be made only when School will be closed/delayed. If there is no announcement, it is to be assumed School is in session.**

Please make arrangements for your child if you are not home and School must be dismissed early due to an emergency.

Bella Academy of Excellence is required by state law to make up any closure days that diminish the School’s ability to meet the State mandated hours of 920. If additional days need to be made up the School will contact parents with additional information indicating the date of make-up days. The days may be made up at the end of the year or on any day school is currently not in session (such as spring break).

### **ATTENDANCE PROCEDURES**

**Parents must report any cases of COVID-19 to the School and follow School guidelines for required actions or documentation before return to school.**

- Achievement and attendance are highly related. Each student should attend school daily. Rules and regulations regarding excessive absenteeism, tardiness, and early dismissal shall be enforced. Students are expected to be in school, on time, every day. Occasionally, absence or tardiness cannot be avoided. Absences may be “excused” or “unexcused.” **An absence may be excused if the student or parent provides the Principal with verification, if any, in advance or in the manner and timeframe as determined acceptable by the School Principal in his/her sole discretion.** The School may, when appropriate, require additional documentation regarding absences from the parent. Absences may be excused for the following reasons:



- Personal illness
  - Illness in the family
  - Quarantine of the home (The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.)
  - Serious illness or death of a relative
  - Medical or dental appointment
  - Observance of religious holidays consistent with the student's truly held religious beliefs
  - Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status
  - Absences due to a student being homeless
  - Court subpoena
  - Necessary work at home due to absence of parents/guardians
  - An emergency or set of circumstances which in the judgment of the Principal constitutes a good and sufficient cause for absence
- Parents/Guardians must notify the office on the day a student is absent unless advance notice of the absence has been submitted to the School. Lacking parental notification of an absence, the attendance officer, their assistant, or designee will attempt to contact the parent of the student's absence within 120 minutes from the start of the school day. The student's parent shall provide to the School a current address and telephone number at which they may receive notice the student is absent.
  - If a student is dismissed early for a doctor's appointment or for another valid reason, the student must bring a note signed by his/her parent or guardian. The parent must meet the child in the school office before the child will be excused.
  - All other absences are "unexcused" as determined by the Principal and include but are not limited to truancy, oversleeping, personal appointments (hairdresser, etc.), unapproved vacations, and failing to provide verification, if required, in the timeframe and manner deemed acceptable by the School Principal.

### **ATTENDANCE PROBLEM PROCEDURES**

- Absences, late arrivals, and early dismissals (during the last 30 minutes of the day) are very disruptive and should be avoided. Absences and tardiness shall be addressed according to requirements of Ohio Law.
- The attendance officer, their assistant or designee, will make at least one reasonable attempt to contact a family within 120 minutes of the start of the school day if their child has been marked tardy or absent for the school day. Parent(s)/guardians should contact the office if they believe there is an error in their student's attendance status.
- The School will send written communication for students who are identified as having "excessive absences" or "habitually truant."
- For students identified as "habitually truant," the school will make 3 attempts to contact the parent or guardian to develop an attendance plan to improve student attendance at school.

- If a student's attendance does not improve after the development of an attendance plan, the school may report the concern to Child and Family Services and file Truancy in Juvenile Court as required by Ohio Law.

**Habitual Truancy** - Absent 30 or more consecutive hours without a legitimate excuse; Absent 42 or more hours in one school month without a legitimate excuse; Absent 72 hours or more in one school year without a legitimate excuse. As required by law, within 10 days of the School's determination that a student is a habitual truant, the School shall assign the student to an absence intervention team which shall develop a plan aimed at reducing or eliminating further absences. The student's continued absence and/or failure to participate and make satisfactory progress in accordance with the plan may require the School to file a complaint in juvenile court, naming both the student and the student's parent alleging the student is an unruly child based on habitual truancy.

**Excessive Absences** - In the event a student of compulsory school age is absent with a nonmedical excuse or without legitimate excuse for 38 or more hours in one school month, or 65 or more hours in a school year, the attendance officer or designee shall notify the child's parent, guardian, or custodian of the child's absences, in writing, within 7 days after the date after the absence that triggered the notice requirement and the School may refer the student and their family to community resources, as may be appropriate, who specialize in addressing attendance issues.

### **MANDATORY WITHDRAWAL**

Ohio law requires the withdrawal of any student who, without legitimate excuse, fails to participate in 72 consecutive hours of learning opportunities during any academic year.

### **WITHDRAWAL PROCEDURES**

The Principal's office will request that a withdrawal form be completed if a parent comes to the School to withdraw a child or if the School has been provided advance notice of the student's withdrawal. If a parent does not complete a withdrawal form or the School receives a request for records from another school, the Principal's office will complete the withdrawal form for each student withdrawn from the School.

### **MISSING CHILD POLICY**

A student at the time of his or her initial entry to school shall present to the person in charge of admission, any records given to him or her by the school he or she most recently attended and a certification of birth or a comparable certificate or certification issued pursuant to Ohio law. Within 24 hours of a student's entry into the school, a School official shall request the student's official records from the school he or she most recently attended. If the school the student claims to have most recently attended states that it has no records of the student's attendance, or the records are not received within 14 days of the date of the request, or the student does not present a certification of birth or comparable certificate, the Principal shall notify the law enforcement

agency having jurisdiction in the area where the student resides of this fact and the possibility that the student may be a missing child.

The School shall make available to parents and community members in the School's office copies of informational materials acquired or prepared of the Ohio Attorney General's Missing Children Clearinghouse.

## **ACADEMICS AND THE GRADING SYSTEM**

### **CURRICULUM**

The School will ensure that all core content area curriculum, instructional and educational materials and textbooks are aligned to State standards and will update the curriculum alignment if ever revised by ODE. For additional information concerning the School's curriculum contact the Principal. Assignment grades and scores shall be calculated using ordinary academic standards of substance and relevance, including any legitimate pedagogical concerns, and shall not penalize or reward a student based on the religious content of a student's work.

### **PROGRESS REPORTS**

Student's academic progress will be communicated to parents in the form of interim progress reports and quarterly report cards. Please refer to the school calendar for the exact dates that report cards will be sent home.

### **PROMOTION AND RETENTION**

In general, students who have mastered the curriculum areas will be promoted to the next grade level at the end of each school year. However, retention may be recommended for one or more of the following reasons:

- Non-mastery of the curriculum
- Attendance record
- Discipline record
- Maturity level
- Any other factors thought to be appropriate by the Principal, teachers, and professional staff
- Third Grade Reading Guarantee (Only applies to students currently enrolled in third grade)

Except as may be required by the Third Grade Reading Guarantee, the School will not utilize a student's failure to obtain a proficient score on any statewide achievement tests to deny a student's promotion to a higher-grade level. Measures of student performance include using quarterly STAR Reading, STAR Math, STAR Early Literacy, and/or curriculum-based assessment can be used to determine if a student has mastered the skills necessary for promotion to the next grade. Furthermore, the School may choose not to promote a student to the next grade level who does not take a required statewide achievement test or makeup test, and who is not exempt from the requirement to take such tests.

Except as may be required by the Third Grade Reading Guarantee, students in third grade that fail to achieve a State determined cut score on the Third Grade Reading Guarantee Assessment will not be promoted to fourth grade.

Ohio law prohibits the promotion of a student to the next grade level if the student has been absent without excuse for more than 10% of the required school attendance days of the current school year and has failed two or more of the required curriculum subject areas, unless the student's Principal and the teachers of any failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

State law requires that each school district in Ohio assess reading skills for students in kindergarten by the twentieth day of instruction and first, second, and third grades by September 30th of each year to determine whether they are reading at grade level ("On-track") or not reading at grade level ("Not on-track"). If a student is identified as being not-on-track, the School will notify the parent or guardian, and the School will immediately provide intervention services to improve the students reading performance. In addition, the School and the parent or guardian will develop a Reading Improvement and Monitoring Plan. Unless the student meets an exception, if the student does not attain an appropriate level of reading competency by the end of Third Grade, they must be retained. For a copy of the complete Promotion and Retention Policy contact the Principal.

The decision to retain is a joint decision between the teacher, the parent, guardian and/or caregiver, and the Principal. If you do not agree with the recommendation to retain, you will be required to sign a document stating your final decision. This joint decision does not apply to those students who fail to pass the Third Grade Reading Guarantee based on Ohio State Law.

### **STANDARDIZED TESTING**

Students are assessed in the fall and spring of each school year by a nationally normed referenced test. Results of this test will measure the academic growth of each individual student and will be sent home in the beginning of the following school year. In addition, students are required to take state mandated tests in Kindergarten, third, fourth, fifth, and sixth grades.

### **SCHOOL SUPPLIES**

Teachers will provide a list of supplies that are needed at School. During the school year, you may be asked to provide other items that will help with learning.

## **HOMEWORK PHILOSOPHY AND GUIDELINES**

### **PURPOSES OF HOMEWORK**

Teachers should clearly express the purpose and objectives of homework to students and parents. The purposes of homework are as follows:

- Provide background information for upcoming lessons and units of study (Previewing)
- Provide opportunities for concept and skill development (Practice)
- Extend classroom learning and/or provide practice in applying concepts initially learned in the classroom (Application)
- Provide opportunities for extensions (Enrichment)
- Provide opportunities to identify and use resources, such as the library, the Internet, reference books, and other community resources. (Application)

### **GUIDELINES AND PROCEDURES**

Homework should be assigned three to five times a week. Below are the times, on average, that students should spend on homework each night:

- Grades K-1: up to 20 minutes/night + shared reading with a fluent reader + Math and LA 4 Today
- Grades 2-3: up to 30 minutes/night + independent reading + Math and LA 4 Today
- Grades 4-6: up to 50 minutes/night + independent reading + Math and LA 4 Today

\*If a student has worked constructively for the suggested time frames, but the assignment is not complete or the child is frustrated, parents are encouraged to write a note to the teacher stating this. The assignment will be counted as completed and the teacher will work with the student to address his/her needs.

- Students may make up assignments missed due to excused absences.

**Note: Teachers are not expected to provide assignments in advance for absences of any type.**

**Note: Teachers are not required to make copies of quarterly missing assignments.**

### **EVALUATION AND GRADING**

Homework will be used to assess students' learning after they have had ample practice and feedback on identified skills or concepts. Homework may be used in determining both learning skills and academic grades. Parents and students will be notified when a homework assignment will be graded.

### **TEACHER'S JOB**

- Communicate classroom policies and procedures to students and parents in August
- Communicate due dates and directions for completing each homework assignment to students and parents
- Provide homework assignments that are directly related to instructional objectives and take into account the differences among students so that it can be completed independently
- Provide opportunities for students to ask questions and receive clarification of expectations when the assignment is given

- Review and provide feedback to students. This feedback may include self- evaluation and/or tracking of progress, peer feedback, or teacher comments
- Seek feedback from students and parents regarding the level of assistance needed to complete homework assignments as needed

### **STUDENT'S JOB**

- Make sure you understand the homework when the teacher assigns it
- Ask for help when needed
- Complete the assigned homework neatly and hand in assignments on time
- Review homework with parents

### **PARENTS' JOB**

To help children be successful with work at home, parents can:

- Create a place that supports studying. Most children do best in quiet, well-lit environments.
- Set aside a specific time to do homework each day. Family routines, including set homework times, have been linked to higher achievement.
- Make sure children have the supplies they need to complete assignments.
- Be available if children have questions. Parents can support their children by looking over homework and giving suggestions but should not do the homework for them.
- Let teachers know if homework assignments are too difficult or unclear. Please feel free to write the teacher a note.
- Monitor assignment completion through the use of student planners or other established classroom procedures.

### **POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS)**

Bella Academy of Excellence uses PBIS. PBIS stands for Positive Behavior Interventions & Supports. The definition of PBIS is "an implementation framework for maximizing the selection and use of evidence-based prevention and intervention practices along a multi-tiered continuum that supports the academic, social emotional and behavioral competence of all students" (PBIS.org, National Technical Assistance Center PBIS, June, 2018).

We are shifting towards a positive approach with discipline which entails focusing more on restorative practices as opposed to punitive consequences. Restorative practices involve restoring relationships that may have been damaged between students/staff. We will focus on 4 key characteristics: respect, on time, affirming others, and responsibility. We will educate the students on these characteristics and model these characteristics as they apply to various areas and scenarios within the building. Our expectation is that the students will lead by example by utilizing these characteristics both in school and at home. We are in the initial phases of this shift, but we are confident that with your support we will be able to minimize behavior distractions and focus more on the educational processes and social/ emotional needs of our students.

Restraint or seclusion shall not occur, except when there is an immediate risk of physical harm to the student or others and shall occur only in a manner that protects the safety of all children and

adults at school. Every use of restraint or seclusion shall be documented and reported in accordance with the Board adopted policy.

The PBIS prevention-oriented framework or approach applies to all students, all staff, and all settings. Research supports the conclusion that PBIS, when integrated with effective academic instruction, provides the support students need to become actively engaged in their own learning and academic success.

**PBIS School-wide Behavioral Expectations Matrix**

	Classroom	Hallway	Cafeteria/Classroom	Restrooms	Enrichment
<b>Respectful</b>	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Raise your hand</li> <li>Use appropriate language</li> <li>Active Listening</li> <li>Hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Floor 1 &amp; 2- Voice level 0 Floor 3-Voice level 1</li> <li>Looking with eyes</li> <li>Hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Voice level 2</li> <li>Use table manners</li> <li>Hands, feet, and objects to yourself</li> <li>Only eat your food</li> </ul>	<ul style="list-style-type: none"> <li>Quiet voices</li> <li>Respect the privacy of others</li> </ul>	<ul style="list-style-type: none"> <li>Voice level 3</li> <li>Follow directions</li> <li>Active Listening</li> <li>Hands, feet, and objects to yourself</li> </ul>
<b>On time</b>	<ul style="list-style-type: none"> <li>Go directly to class</li> <li>Be ready to learn on time</li> <li>Transition quickly to your area</li> <li>Complete your work</li> </ul>	<ul style="list-style-type: none"> <li>Go directly to your destination</li> </ul>	<ul style="list-style-type: none"> <li>Pay attention and follow the lunch retrieval procedures quickly</li> <li>Be prepared to leave for enrichment or get back to work in the classroom</li> </ul>	<ul style="list-style-type: none"> <li>Use the restroom, wash your hands and get back to your teacher in a quick manner</li> </ul>	<ul style="list-style-type: none"> <li>Line up and be prepared to leave on time</li> </ul>
<b>Affirming Others</b>	<ul style="list-style-type: none"> <li>Work Cooperatively</li> <li>Use appropriate tone</li> <li>Celebrate others</li> </ul>	<ul style="list-style-type: none"> <li>Smile and be courteous to others in the hall</li> </ul>	<ul style="list-style-type: none"> <li>Help others</li> <li>Include others</li> <li>Be a positive example</li> </ul>	<ul style="list-style-type: none"> <li>Be courteous to others</li> <li>Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>Include others</li> <li>Use kind words</li> </ul>
<b>Responsible</b>	<ul style="list-style-type: none"> <li>Stay in your area</li> <li>Use walking feet</li> <li>Bring all materials and use them appropriately</li> <li>Active participation</li> </ul>	<ul style="list-style-type: none"> <li>Stay in your area</li> <li>Carry your hall pass</li> <li>Use walking feet</li> </ul>	<ul style="list-style-type: none"> <li>Stay in your area</li> <li>Clean up your eating area</li> </ul>	<ul style="list-style-type: none"> <li>Flush the toilet</li> <li>Wash your hands</li> <li>Throw paper towels in trash</li> </ul>	<ul style="list-style-type: none"> <li>Stay in area</li> <li>Be sure to have all your belongings</li> </ul>

**STUDENT CODE OF CONDUCT**

The *Code of Conduct* contains regulations governing the conduct of students on School grounds, and extends to transportation to/from School, at School extracurricular activities or School related events, and activities occurring off of School grounds which, in the sole discretion of the School Principal, may affect the learning environment. The *Code of Conduct* also applies to conduct, regardless of where such conduct occurs, if directed at a School official or employee, or the property of such School official or employee.

Its central purpose is the prevention of actions interfering with the School program. Students, parents, and staff are expected to acquaint themselves with this Handbook and building procedures and the *Code of Conduct*. Every staff member of Bella Academy of Excellence is required to enforce this *Code of Conduct*.

All students are expected to conform to the Student Code of Conduct and are subject to the School's disciplinary process when they fail to do so.

### **DISCIPLINARY OPTIONS**

Disciplinary options, such as listed below, may be used by the Principal and staff. The options are not listed to indicate any progressive order that is to be followed. Infractions will be viewed according to their flagrancy.

#### **LUNCH / RECESS DETENTION**

A lunch/recess detention is administered by the teacher or Principal during the student's lunch or recess.

#### **AFTER SCHOOL DETENTION**

A student will remain after school hours for a predetermined amount of time. During detention, a student must either sit quietly or use time productively. Students must be picked up promptly at the end of the detention period.

#### **RESTITUTION**

Parents of students responsible for defacing or damaging School property could be required to pay the cost of restoring or repairing the property.

#### **OUT-OF-SCHOOL SUSPENSION**

Out-of-school suspension is removal of a student from School for a period of one to ten days. While students are suspended from school, they shall be afforded the opportunity to complete all of their classroom assignments. The student will have the opportunity to complete any classroom assignments missed due to the suspension and the student shall receive at least partial credit for such completed assignments as determined from time to time by the School Principal and teaching staff. In no event shall the student receive a failing grade on a completed assignment *solely* on the basis of the student's suspension. During suspension, students are not permitted to participate in any classes, extracurricular activities, or be on any School property.

The Principal, assistant principal, or Principal's designee may suspend a student. Prior to suspending a student, the Principal, assistant principal, or Principal's designee must do both of the following:

1. Give written notice of the intention to suspend and the reasons for the intended suspension to the student. If the proposed suspension is based on a violation listed in



Ohio Revised Code Section 3313.662(A), and the student is sixteen years of age or older, the notice must contain a statement that the School may seek to permanently exclude the student if the student is convicted of or adjudicated a delinquent child for that violation.

2. Provide the student an opportunity to appear at an informal hearing before the Principal, assistant principal, or Principal's designee and challenge the reasons for the intended suspension or otherwise explain their actions. The hearing can happen immediately and can happen anywhere - the hall, office, classroom, etc.

Within one school day after the time of the student's suspension, the Principal, assistant principal, or Principal's designee shall also provide written notice of suspension to the parent/guardian of the student and the treasurer of the Board. The notice shall contain:

- The reasons for the suspension.
- Notice of the right of the student, or student's parent/guardian/custodian to appeal to the Board or the Board's designee.
- Notice that the student/parent/guardian/custodian has the right to be represented in all appeal proceedings.
- Notice of the right to be granted an appeal hearing before the Board or the Board's designee to be heard against the suspension.
- Notice of the right to request that the hearing be held in executive session.
- Notice that the School may seek the student's permanent exclusion if the suspension was based on a violation listed in Ohio Revised Code Section 3313.662(A) that was committed when the student was sixteen years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation.
- The date and manner by a student or parent/guardian/custodian may notify the Board of their intent to appeal the suspension. If the student or parent/guardian wishes to appeal the suspension, the request must be submitted, in writing, to the School Principal within five (5) school days of the written notice of suspension. The School Principal shall immediately forward this written appeal to the Board and Board's appeal hearing designee.

If there are fewer than ten school days remaining, the out-of-school suspension may not be applied to the following school year, but the Principal may require the student to participate in a community service program or other alternative consequences for a number of hours equal to the remaining period of the suspension.

## **EXPULSION**

Except as specifically provided for by statute, the Principal may expel a student for a period not to exceed the greater of 80 school days or the number of days remaining in the semester or term in which the offense leading to expulsion took place. Students expelled from the School are not permitted to participate in extracurricular activities or be on any School property. Expulsions may extend into the following school year.

Only the Principal may expel a student. No student shall be expelled unless prior to the expulsion, the Principal does both of the following:

1. Provides the student and parent, guardian or custodian written notice of the intention to expel the student and the reasons for the intended expulsion. The notice shall include the reasons for the intended expulsion, notification of the right of the student, guardian, custodian or their representative to appear before the Principal or his/her designee to hear and to challenge the reasons for the intended expulsion or otherwise to explain the student's actions, and the notification of the time and place to appear. The time to appear shall not be sooner than three (3) nor later than five (5) school days after the notice has been given unless the Principal grants an extension of time at the request of the student, his/her guardian, custodian, or representative. If an extension of time is granted, the Principal shall notify the student and his/her parent, guardian, custodian, or representative of the new time and place to appear. If the proposed expulsion is based on a violation listed in Ohio Revised Code Section 3313.662(A) and the student is sixteen years of age or older, the notice must contain a statement that the Principal may seek to permanently exclude the student if the student is convicted of or adjudicated a delinquent child for that violation.
2. Provide the student and parent, guardian, or custodian an opportunity to appear in person before the Principal or the their designee to challenge the reason for the intended expulsion or otherwise to explain the student's actions.

The Principal shall provide written notice of expulsion to the parent/guardian of the student and the treasurer of the Board. The notice shall contain:

- The reasons for the expulsion.
- Notice of the right of the student, or student's parent/guardian/custodian to appeal to the Board or the Board's designee.
- Notice that the student/parent/guardian/custodian has the right to be represented in all appeal proceedings.
- Notice of the right to be granted an appeal hearing before the Board or the Board's designee to be heard against the expulsion.
- Notice of the right to request that the hearing be held in executive session.
- Notice that the School may seek the student's permanent exclusion if the suspension was based on a violation listed in Ohio Revised Code Section 3313.662(A) that was committed when the student was sixteen years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation and that the expulsion may be extended if a juvenile court or criminal proceeding regarding such violation is pending at the time the expulsion terminates.
- The date and manner by a student or parent/guardian/custodian may notify the Board of their intent to appeal the expulsion. If the student or parent/guardian wishes to appeal the expulsion, the request must be submitted, in writing, to the School Principal within fourteen (14) calendar days of the written notice of expulsion. The School Principal shall immediately forward this written appeal to the Board and Board's appeal hearing designee.

If the Principal expels a student for more than twenty school days, or for any period of time if the expulsion will extend into the following semester or school year, the notice shall provide the student and the student's parent, guardian, or custodian with information about services or programs offered by public and private agencies that work toward improving those aspects of the

student's attitudes and behavior that contributed to the incident that gave rise to the student's expulsion. The information shall include the names, addresses, and phone numbers of the appropriate public and private agencies.

An expelled student will be provided with a date for re-entry and the date for the re-entry conference. The expelled student and parent or guardian of the student must be present in the re-entry conference. The student and parent or guardian of any student will be notified in the event that the student fails to attend the re-entry conference.

Expulsion proceedings will be pursued against a student who has committed an act warranting expulsion even if the student has withdrawn from school for any reason after the incident giving rise to the hearing, but before the hearing or decision to expel. If after the hearing, the student would have been expelled for a period of time had the student remained in school, the expulsion will be for the same length of time as on a student who has not withdrawn from school.

### **WEAPONS EXPULSION**

Under this section, any prohibition of a weapon includes the prohibition of any counterfeit and look-alike weapons.

A student must be expelled for one year for bringing a firearm to the School or onto School Property (any property owned, used, or leased by the School for School, School extra-curricular activities, or School related events).

A student may be expelled for a period of time not to exceed one year for:

- Bringing a firearm to an interscholastic competition, an extracurricular event, or any other school program or activity that is not located at the School or on School Property.
- Possessing a firearm at School, on School Property, or at an interscholastic competition, an extracurricular event or any other School program or activity which firearm was initially brought onto the property by another person.
- Bringing a knife capable of causing serious bodily injury to School, onto School Property, an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the School or which the School is a participant.
- Possession of a knife capable of causing serious bodily injury at School, on School Property, or at an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the School or which the School is a participant which knife capable of causing serious bodily injury was initially brought onto the property by another person.
- Committing an act while at School, on School Property, at an interscholastic competition, an extracurricular event, or any other School program or activity that is a criminal offense when committed by an adult that results in serious physical harm to persons or serious physical harm to property.
- Making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat.

Firearm has the same meaning as provided pursuant to the "Gun Free Schools Act of 1994." At the time this policy was adopted, the above-referenced statute defined a firearm as any weapon (including a starter's gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; including the frame or receiver of any such weapon; and any firearm muffler or silencer; or any destructive device. If the definition of a firearm as provided by the "Gun Free Schools Act of 1994" changes, then the definition set forth in this policy shall automatically change to conform to it.

Knife is defined as a cutting instrument consisting of a sharp blade or edge, not to include scissors, wire cutters, or other similar tools determined by Principal(s) to be necessary in the school setting at a particular building or grade level, if used only for the necessary purpose.

The specific circumstances under which the Principal may, in his/her discretion, reduce a one year expulsion may include: the student was unaware that he/she brought or was in possession of a firearm or knife, the student legitimately did not understand that the item he/she brought or possessed was a firearm or knife, or a recommendation from qualified individuals concerning circumstances that justifiably mitigate the student's culpability.

### **EMERGENCY REMOVAL**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, the student can be removed from School without prior notice and hearing requirements listed above.

The School may not initiate suspension or expulsion proceedings against a student in grades pre-kindergarten to grade three who was removed as an emergency removal unless the student has committed an act that could result in a one-year expulsion under the Weapons Expulsion rules, described above, or as necessary to protect the immediate health and safety of the scholar, the student's fellow classmates, the classroom staff and teachers, or other School employees.

If a student is in pre-kindergarten, the student may only be removed for the remainder of the school day and will be permitted to return to school and participate in extracurricular activities the following day. In this case, the School may forego the written notice and one-day post-removal hearing requirements.

Written notice of the hearing and the reason for the removal shall be given to the student as soon as practicable prior to the hearing. The hearing shall be held on the next school day following the day of the student's initial removal. Students are to remain home during school hours and not attend/participate in school sponsored function(s) pending the hearing. Should an out-of-school suspension be warranted, days of removal may be applied to the days of out-of-school suspension.

## **PHILOSOPHY OF STUDENT CONDUCT AND DISCIPLINE**

Developing a student's self-discipline is a legitimate and constructive goal of education. Parents, communities, and the schools play key roles in shaping student conduct and ensuring good discipline. An essential element of effective discipline is regular parent communication through telephone calls, conferences, written notes, and school visitations.

Schools must be places where effective learning can occur. Schools must maintain standards of conduct and discipline because students and school personnel have a right to a safe and orderly learning environment. Therefore, students are prohibited from engaging in behaviors endangering the safety of others or interfering with the school program. Unacceptable conduct is defined in this document as Level 1, Level 2, Level 3, or Level 4 Offenses. Prompt and effective disciplinary actions will be taken to address these behaviors.

### **PROGRESSIVE DISCIPLINE**

The following level 1-4 offenses and related consequences are guidelines for the school and parents. They are not "automatic." Each offense or series of offenses will be evaluated individually. This is not an all-inclusive list of the offenses for which a student could receive consequences.

#### **First Level Offense**

1. Teacher explains or reviews class and School rules and warns the child of possible consequences.
2. Teacher applies appropriate consequences, including time-outs or detentions.

#### **Second Level Offense**

1. Teacher applies appropriate consequences, including longer time-outs, time-out in an alternate area or detentions.
2. Teacher personally communicates the problem(s) with the child's parent(s).
3. Teacher sends a written report home and a copy to the office.

#### **Third Level Offense**

If actions taken at Levels 1 - 2 have not corrected the inappropriate behavior, or if the student engaged in serious act(s) of misconduct, the principal may repeat or add on to any prior discipline or suspend the student from School.

#### **Fourth Level Offense**

If actions taken at Levels 1 - 3 have not corrected the inappropriate behavior, or if the student engaged in serious act(s) of misconduct, the principal may expel the student from School.

<b><u>INFRACTION</u></b>	<b><u>DEFINITION</u></b>	<b><u>FIRST OFFENSE</u></b>	<b><u>SECOND OFFENSE</u></b>	<b><u>THIRD OFFENSE</u></b>
<b><u>Academic Misconduct</u></b>	Plagiarizing, cheating, copying another's work or internet publishings, gaining unauthorized access to material, using, submitting, or attempting to obtain data or answers dishonestly or by means other than authorized by the teacher. Falsifying information (signing homework, etc.).	Level 1 - 2	Level 2 - 3	Level 3 - 4
<b><u>Altering Official Documents</u></b>	The forgery, falsifying, or unauthorized alteration of a document.	Level 1 - 2	Level 2 - 3	Level 3 - 4
<b><u>Assault</u></b>	Unlawfully causing any physical injury.	Level 1 - 3	Level 3 - 4	Level 4
<b><u>Bomb Threat</u></b>	Making a bomb threat to a School building or to any premises at which a School activity is occurring at the time of the threat.	Level 3 - 4 and 1 year discretionary expulsion.	Level 4 and 1 year discretionary expulsion.	Level 4 and 1 year discretionary expulsion.
<b><u>Criminal Act</u></b>	Committing an act that is a criminal offense when committed by an adult that results in serious physical harm to persons or serious physical harm to property.	Level 1 - 3 and 1 year discretionary expulsion.	Level 2 - 4 and 1 year discretionary expulsion.	Level 3 - 4 and 1 year discretionary expulsion.
<b><u>Damage/Destruction of Property</u></b>	Causing, attempting to cause, or threatening to cause damage to School or private property (including graffiti).	Level 1 - 2	Level 1 - 3	Level 2 - 4
<b><u>Display of Affection</u></b>	Unwanted or inappropriate physical display of affection between students is prohibited.	Level 1	Level 1 - 2	Level 1 - 3
<b><u>Disruptive Behavior</u></b>	Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or School activities, including but not limited to failure to carry out directions and/or School guidelines, failure to cooperate with School personnel or parent volunteers, verbally harassing other students, and running and/or making excessive noise in the building.	Level 1	Level 2	Level 2 - 4
<b><u>Dress Code Violations</u></b>	School Dress Code	Level 1 - 2 Parent may have to bring uniform	Level 1 - 2 Parent may have to bring uniform	Level 2 - 3

<b><u>Electronic Access</u></b>	The unauthorized use of electronic password codes for any reason, including but not limited to, accessing, controlling, or disabling technological devices or services.	Level 1 - 2	Level 2 - 3	Level 3 - 4
<b><u>Electronic and Other Communication Devices</u></b>	No Student shall display or possess any electronic devices (cellular telephones, PDA's, CD players, I-Pods, gaming devices, etc.) without approval on School property between the hours of 8:00 a.m. to the conclusion of School.	Level 1 - 2	Level 2 - 3	Level 2 - 4
<b><u>Extortion/Robbery</u></b>	Obtaining money, information, or property from another by threat, intimidation, or coercion.	Level 1 - 2	Level 1 - 3	Level 2 - 4
<b><u>Firearm</u></b>	Bringing a firearm (including counterfeit and look-alike) to the School or onto School Property (any Property owned, used, or leased by the School for School, School extracurricular or School-related events).	1 year mandatory expulsion.	1 year mandatory expulsion.	1 year mandatory expulsion.
	Bringing a firearm (including counterfeit and look-alike) to an interscholastic competition, an extracurricular event, or any other School program or activity that is located at a School or on School property.	Level 4 and 1 year discretionary expulsion.	Level 4 and 1 year discretionary expulsion.	Level 4 and 1 year discretionary expulsion.
	Possessing a firearm (including counterfeit and look-alike) at School, on School Property or at an interscholastic competition, an extracurricular event, or any other School program or activity which firearm was initially brought onto School Property by another person.	Level 4 and 1 year discretionary expulsion.	Level 4 and 1 year discretionary expulsion.	Level 4 and 1 year discretionary expulsion.
<b><u>Gambling</u></b>	Illegal participation in, or the organization of, games of chance for money and/or other items of value.	Level 1 - 2	Level 2 - 3	Level 2 - 4
<b><u>Gang Activity</u></b>	No student shall be involved in initiations, hazing, intimidations and/or related activities of group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to Students or Staff. No Student shall wear, carry or display gang paraphernalia or exhibit behaviors or gestures which symbolize gang membership or cause and/or participate in activities which intimidate or affect the attendance of another student.	Levels 1 – 3	Level 2 - 4	Level 3 - 4

<b><u>Hazing</u></b>	Committing any act or coercing another, including the victim, to do any act of initiation into any Student or other organization that causes or creates risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subject to hazing does not lessen the prohibition in this policy.	Level 1 - 3	Level 2 - 4	Level 3 - 4
<b><u>Homework</u></b>	Daily homework assignments are an extension of, and reinforce class work, and may be assigned Monday through Friday evenings. The amount of homework and time required for its completion will depend on the grade level of the student and the type of skill or content being developed. All homework must be completed in a timely manner, as determined by the classroom teacher. Repeated failure to timely complete homework is of great concern and may result in appropriate disciplinary measures.	Level 1	Level 1 - 2	Level 2 - 3
<b><u>Illegal or Dangerous Substances</u></b>	Using, selling/purchasing, distributing, possessing, or attempting to possess, substances capable of producing a change in behavior or altering a state of mind or feeling; as well as look-alike substances and/or paraphernalia.	Level 1 - 3	Level 2 - 4	Level 4
<b><u>Illegal Organization</u></b>	Anti-social organizations, secret societies, gangs, and other sets of individuals that are not sanctioned by the School, which are determined to be disruptive to teaching and learning. This includes but is not limited to, wearing of symbolic jewelry apparel, making gestures, language use, graffiti, distributing material, or altering personal appearance to symbolize membership in an organization with a history of, or determined to be, a disruption to teaching and learning.	Level 1 - 2	Level 2 - 3	Level 3 - 4
<b><u>Inappropriate language</u></b>	Using or directing, insulting, degrading, or demeaning language, written or verbal, toward School personnel or any member of the School community.	Level 1	Level 1 - 2	Level 2 - 4
<b><u>Insubordination</u></b>	Verbal or nonverbal refusal to comply with a reasonable request or directive while on School property or at any School related activity or event.	Level 1	Level 1 - 2	Level 2 - 4



<p><b><u>Intimidation/ Menacing/ Bullying/Cyber-Bullying</u></b></p>	<p>Threats, verbal or physical, that inflict fear, injury, or damage. Cyber-bullying is a sub-set of bullying and involves the use of information and communication technologies, including but not limited to e-mail, cell phone and pager text messages, blogs, MySpace, Facebook, Wikipedia, Bebo, the Internet, Xanga, Piczo, instant messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate or repeated, or hostile behavior by an individual or group, that is intended to harm, intimidate or harass others on School time or the School premises, at School events, programs or activities or off School time or School premises if such acts affect other Students or Staff of the School.) See also Harassment, Intimidation, and Bullying Policy.</p>	<p>Level 2 - 3</p>	<p>Level 3 - 4</p>	<p>Level 4</p>
<p><b><u>Knife</u></b></p>	<p>Bringing a knife (including counterfeit and look-alike) to an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the School or which the School is a participant.</p>	<p>Level 4 and 1 year discretionary expulsion.</p>	<p>Level 4 and 1 year discretionary expulsion.</p>	<p>Level 4 and 1 year discretionary expulsion.</p>
	<p>Possessing a knife (including counterfeit and look-alike) at School, on School Property or at an interscholastic competition, an extracurricular event, or any other School program or activity which knife was initially brought onto School Property by another person.</p>	<p>Level 4 and 1 year discretionary expulsion.</p>	<p>Level 4 and 1 year discretionary expulsion.</p>	<p>Level 4 and 1 year discretionary expulsion.</p>
<p><b><u>Littering</u></b></p>	<p>Throwing paper, trash, or other materials on the floor, inside the School building, or on School grounds.</p>	<p>Level 1</p>	<p>Level 1 - 2</p>	<p>Level 2 - 4</p>
<p><b><u>Loitering</u></b></p>	<p>Presence of an individual in or about a School under one or more of the following circumstances:</p> <ul style="list-style-type: none"> <li>• After a reasonable request to leave.</li> <li>• Does not have a legitimate reason for presence.</li> <li>• Does not have written permission from proper authority for presence.</li> <li>• Refusal to identify self.</li> </ul>	<p>Level 1</p>	<p>Level 1 - 2</p>	<p>Level 2 - 4</p>

<p><b><u>Lunch and Lunch Time Behaviors</u></b></p>	<p>When Parents provide a Student's lunch, they are expected to provide a healthy meal. Carbonated beverages, such as soda (pop) are prohibited. Lunch should be a pleasant experience for everyone, teachers, students, and staff. Students must display decent table manners, courteous conversation, and cooperation with volunteers, teachers, and school personnel. Violations include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Eating food outside the designated area or room</li> <li>• Leaving without permission</li> <li>• Littering</li> <li>• Discourtesy (toward volunteers, other students or staff)</li> <li>• Failure to remain seated and to clean up your space</li> <li>• Talking too loud and/or inappropriately</li> </ul>	<p>Level 1</p>	<p>Level 1 - 2</p>	<p>Level 2 - 4</p>
<p><b><u>Lying</u></b></p>	<p>Intentionally giving untrue communication.</p>	<p>Level 1</p>	<p>Level 1 - 2</p>	<p>Level 2 - 4</p>
<p><b><u>Misuse of Electronic Online Hardware or Software</u></b></p>	<p>Students using School online services for illegal, inappropriate, or obscene purposed.</p>	<p>Level 1</p>	<p>Level 2 - 3</p>	<p>Level 2 - 4</p>
<p><b><u>Obscenities/ Verbal Abuse/ Vulgarities</u></b></p>	<p>Directing obscene, abusive, vulgar, profane, harassing, insulting, racial, sexual, religious, or ethnic slurs, written or verbal, toward School personnel or any member of the School community. This shall include use of obscene gestures and signs that willfully intimidate, insult, or in any other manner, abuse others.</p>	<p>Level 1</p>	<p>Level 1 - 2</p>	<p>Level 2 - 4</p>
<p><b><u>Offensive Material</u></b></p>	<p>The production, possession, and/or distribution of materials that offend common decency or morals.</p>	<p>Level 1</p>	<p>Level 1 - 2</p>	<p>Level 2 - 4</p>
<p><b><u>Other Overt Disruptive Behavior</u></b></p>	<p>Knowingly engaging in any behavior meant to alter the teaching/learning process; to demean, intimidate, or harm another or the property of individual or the School.</p>	<p>Level 1 - 2</p>	<p>Level 2 - 3</p>	<p>Level 2 - 4</p>
<p><b><u>Physical Contact</u></b></p>	<p>Participating in unacceptable physical contact, including but not limited to fighting, pushing, intentionally hurting other students.</p>	<p>Level 1</p>	<p>Level 1 - 2</p>	<p>Level 2 - 4</p>

<p><b><u>Playground Behavior</u></b></p>	<p>The playground is a place to develop friendships in a relaxed setting. Improper behavior or other dangerous actions may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Any use of physical force or violence</li> <li>• Throwing objects of any kind, including snow, and/or ice</li> <li>• Taking property of others (hats, gloves, etc.)</li> <li>• Not being in the supervised area</li> <li>• Improper use of playground equipment</li> <li>• Using unapproved playground equipment</li> </ul>	<p>Level 1</p>	<p>Level 2</p>	<p>Level 2 - 4</p>
<p><b><u>Reckless Endangerment</u></b></p>	<p>Any willful act that is not intended to cause harm but in fact places others in jeopardy of injury, or results in the damage, destruction, or defacement of School or private property.</p>	<p>Level 1 - 2</p>	<p>Level 2 - 3</p>	<p>Level 2 - 4</p>
<p><b><u>Refusal to Do Classroom Work</u></b></p>	<p>The refusal to complete work, labs, projects, or other assignments given by the teacher.</p>	<p>Level 1</p>	<p>Level 2</p>	<p>Level 3</p>
<p><b><u>Safety</u></b></p>	<p>Students shall be concerned about their own safety and that of others. Student actions that may be considered a safety risk include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Talking during safety drills</li> <li>• Running, pushing, yelling, or other inappropriate behaviors</li> <li>• Possession of or use of tobacco, alcohol, or drugs</li> <li>• Leaving the school building or grounds without permission</li> <li>• Any of the inappropriate playground behaviors listed above</li> </ul>	<p>Level 1</p>	<p>Level 2</p>	<p>Level 2 - 4</p>
<p><b><u>Sale, Use, Possession, or Distribution of Tobacco Product</u></b></p>	<p>Using, selling/purchasing, distributing, possessing or attempting to possess, any tobacco product or paraphernalia, including vaporizers, electronic cigarettes, and look-alike substances.</p>	<p>Level 1</p>	<p>Level 1 - 3</p>	<p>Level 2 - 4</p>

<p><b><u>School Hall and Restrooms</u></b></p>	<p>Students will conduct themselves according to the standards of character education, values training, positive character traits, and proper behavior taught at the school. Violations include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Cheating, stealing, lying, coarse language, etc.</li> <li>• Lack of courtesy and respect (name-calling, talking back)</li> <li>• Any use of physical force or violence at any time anywhere on school property</li> <li>• Harassment of other students, teachers, volunteers, etc.</li> <li>• Disrespect toward staff members, substitutes, volunteers, and/or visitors</li> </ul>	<p>Level 1</p>	<p>Level 1 - 2</p>	<p>Level 2 - 4</p>
<p><b><u>School Property</u></b></p>	<p>Textbooks, computers, and school facilities are available for student use. Proper care and use of school property is expected. All violations in this area require restoration and/or restitution. Violations include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Defacing textbooks, library books, and other school materials</li> <li>• Destruction or improper use of school computers, printers, or other technology</li> <li>• Defacing/destruction of school property including desks, walls, lockers, etc.</li> <li>• Failure to respect the property of other students, teachers, school personnel, etc.</li> <li>• Gum chewing on school property</li> <li>• Improper use of restrooms and/or supplies</li> <li>• Stealing</li> </ul>	<p>Level 1</p>	<p>Level 2</p>	<p>Level 2 - 4</p>
<p><b><u>School Telephone</u></b></p>	<p>Use of the telephone by students is strongly discouraged. To help students develop responsibility, phone calls home require the written consent of the student's teacher. Violations include but are not limited to: calls not approved by the teacher/principal.</p>	<p>Level 1</p>	<p>Level 2</p>	<p>Level 2 - 4</p>
<p><b><u>School-Wide Discipline and Classroom Policies</u></b></p>	<p>The School has in place a school-wide behavior management and discipline plan designed to provide consistent expectations throughout the School. In addition, each classroom has its own characteristics and expectations, and teachers may establish certain classroom rules to assist them in providing a pleasant atmosphere and good educational environment. These school-wide and classroom rules are in addition to those listed in this Code of Conduct, and failure of a student to adhere to these classroom rules and policies may be the basis of disciplinary action.</p>	<p>Level 1</p>	<p>Level 1 - 2</p>	<p>Level 2 - 4</p>

<b><u>Tardiness</u></b>	To class: The act of a student not being in his/her classroom or seat when class is scheduled to begin as defined in the School schedule.	Level 1	Level 1 - 2	Level 2 - 4
<b><u>Technology Misuse</u></b>	Unacceptable uses of technology/Internet.	Levels 1 – 3	Level 2 - 4	Level 4
<b><u>Theft</u></b>	Stealing, attempting to steal, possessing or transferring School or private property, or participating in the theft or attempted theft of School or private property.	Level 1	Level 1 - 3	Level 2 - 4
<b><u>Transportation</u></b>	<ul style="list-style-type: none"> <li>• Riding the bus, or other transportation provided by the district, is a privilege. The applicable guidelines, rules and policies established by the local school district which provides transportation will be supported by the School and the management company. Violations include but are not limited to:</li> <li>• Disrespectful behavior towards the driver or another student</li> <li>• Physical violence and/or abusive language (swearing)</li> <li>• Eating on the bus</li> <li>• Constant yelling or screaming (which could endanger the lives of others)</li> <li>• Failure to remain seated</li> <li>• Threatening behavior</li> <li>• Possession of drugs, glass, weapons, animals, or stolen merchandise.</li> <li>• Any other violation of school policy.</li> </ul>	Level 1	Level 1 - 2	Level 3 - 4
<b><u>Toys or Play Objects</u></b>	<p>School is a place of learning. Distractions cause students to be inattentive. Therefore, students are to keep all toys or play objects at home unless the teacher designates a specific day for sharing what a student owns. If a Student chooses to share a toy or other object on such an occasion, the School is not responsible for these items. Violations include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Bringing toys or distracting objects to school</li> <li>• Creating toys or distracting objects at school</li> </ul>	Level 1	Level 1 - 2	Level 2 - 4
<b><u>Trespassing</u></b>	Being in a School building or on School grounds without permission or authorization or refusing to comply with a request to leave School premises.	Level 1	Level 1 - 2	Level 2 - 4

<p style="text-align: center;"><b><u>Truancy</u></b></p>	<p>Habitual or chronic absence from School or class without legitimate excuse and failure to follow proper attendance check-in/check-out and absence procedures.</p> <p>*A student may not be suspended or expelled for truancy.</p>	<p>Level 1 - 2</p>	<p>Level 2 - 3</p>	<p>Level 3 - 4</p>
<p style="text-align: center;"><b><u>Verbal altercation</u></b></p>	<p>Engaging in minor verbal altercations. Insulting, taunting, or challenging another person under circumstances in which such conduct could provoke a violent or disruptive response.</p>	<p>Level 1</p>	<p>Level 2</p>	<p>Level 2 - 4</p>

**THE RIGHTS AND RESPONSIBILITIES OF STUDENTS AND PARENTS**

Students and parents understand that responsibilities accompany individual rights. The individual rights of students will be weighed against the safety and welfare of the majority of students in the school. Above all, Bella Academy of Excellence will maintain discipline to support and enable the conduct of a quality educational program.

**STUDENT AND PARENT RIGHTS**

1. **The Right to Due Process of Law:** Before a student is suspended or expelled, students and parents have the right to be informed about alleged misbehavior and provided with an opportunity to respond to such a charge. Students and parents will receive notice of the reason(s) for proposed disciplinary action and will be given the opportunity to challenge the action.
2. **The Right to Privacy-Property of Students:** A student’s right concerning searches of personal property will be balanced by the responsibility of the School to protect the safety and welfare of all students. School equipment including furniture, computers and related accessories are the property of the School. They are on temporary loan to students and are subject to examination by School personnel at any time.

**PARENT RESPONSIBILITIES**

Parents have the responsibility to:

- Support School officials in their efforts to develop and maintain a well-disciplined School.
- Teach their child socially acceptable standards of behavior.
- Teach their child to have respect for law, authority, and the rights and property of others.
- Teach their child to be accountable for his/her own actions and help the child to grow and develop into a self-disciplined citizen.
- Share the responsibility for student conduct with the School.
- Maintain an active involvement in the student’s schoolwork and activities.
- Require prompt and regular attendance at School.
- Attend parent conferences.

## **STUDENT RESPONSIBILITIES**

Students also have certain responsibilities, both as citizens and as members of the school community. These responsibilities must be met at all school functions whether the student is in the school building, traveling to or from school via transportation provided by the school, or whenever representing Bella Academy of Excellence.

- **Active Participation:** Students have the responsibility for actively engaging in the serious business of learning. For example they will attend school regularly and be on time. They will remain in class until excused, pay attention to instructions, complete assignments to the best of their ability, and make every effort to achieve mastery of the lessons.
- **Obedience to Laws and Rules:** The laws of society and school rules have been created to protect each individual's rights and safety. Students will assume personal responsibility for obedience to these laws and rules.
- **Responsible Exercise of Free Speech and Expression:** Students will express opinions in a manner that is not offensive, illegal, obscene, or inconsistent with the educational goals of the school. The rights of others will be respected, and there can be no interference with the orderly educational process.
- **Avoidance of Illegal or Dangerous Items:** Students will not bring materials, substances or objects prohibited by law or school policy to school or school activities.

## **EXPECTATIONS FOR STUDENTS**

- Students will follow all rules outlined in this Family Handbook.
- Students will cooperate with parents in their efforts to ensure regular daily attendance.
- Students will respect all that are involved in the educational process. This includes all staff, other students, and parents.
- Students will take grade cards, interim reports, notes, letters, and all other important information home to parents/guardians.
- Students will complete all academic assignments.
- Students will learn appropriate skills to deal with conflict situations in an effort to avoid disrespectful and harmful behaviors.
- Students will develop and maintain a positive attitude toward education. They are to demonstrate those strategies that will enable them to be successful, self-motivated students. These strategies include good study habits, appropriate communication tools, good citizenship qualities, and test-taking skills.

## **EXPECTATIONS FOR PARENTS/GUARDIANS**

- Parents will be responsible for knowing the expectations as outlined in the Family Handbook and will send students to school well-equipped, well-rested, in good health, and with a positive attitude.
- Parents will ensure that students arrive at school on time every school day and inform school personnel when a student is absent.
- Parents will provide the school with updated information to enable school staff to communicate quickly and effectively in the event on an emergency. This information

includes the names, addresses, and telephone numbers of those individuals who should be contacted in case of any emergency.

- Parents will make a special effort to communicate with teachers at least once each grading period in order to monitor student progress on a regular basis.
- **Parents will provide a designated study time and place for students to complete academic assignments in the home.**
- Parents will attend scheduled parent-teacher conferences and support other school-related activities.
- Parents will meet their child's teacher(s) at the beginning of each year.
- Parents that contribute to the disruption of the educational environment or present a risk to the safety or well-being of the School's students and/or staff may be excluded from the School facility at the discretion of the Principal.
- Parents will ensure their family provides 10 volunteer hours to support the school.

### **EXPECTATIONS FOR STAFF**

- Staff will be responsible for the distribution, explanation, and enforcement of the rules and regulations as outlined in the Family Handbook
- Staff will be responsible for the frequent monitoring of student progress, attendance, and behavior through a variety of ways.
- Staff will model acceptable behavior that exemplifies the high expectations held for students and parents.
- Staff will be responsible for keeping lines of communication open between the home and school, which includes meeting with parents.
- Staff will provide leadership embodying the principles of conflict resolution in the building and in class.
- Staff will provide a healthful environment conducive to learning and focus on academic achievement.
- Staff will use a positive reinforcement behavior management system.
- Staff will provide opportunities for parents to volunteer and be involved in the school community.

### **INDIVIDUALS WITH DISABILITIES EDUCATION IMPROVEMENT ACT**

*The Code of Conduct* applies to all students enrolled in the School; however, students with disabilities will be treated in accordance with the provisions of the Individuals with Disabilities Education Improvement Act of 2004 and any subsequent regulations affecting the provisions. This does not necessarily preclude exclusion from school or school bus/vehicles as a result of a crisis or any emergency or as provided by law.

For more information on the rights of students with disabilities, please contact the Department of Educational Services and Resources, or refer to the publication, *A Guide to Parent Rights in Special Education*. Available at [www.ode.state.oh.edu](http://www.ode.state.oh.edu).



## SEARCHES

The School recognizes that the privacy of students may not be violated by unreasonable search and seizure and directs that no student be searched without reason or in an unreasonable manner.

The School acknowledges the need for in-School storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a School official.

Students have no expectation of privacy with respect to the use of the internet, intranet, or e-mail. Routine maintenance and monitoring of the School network system may lead to the discovery that a student has or is violating School policy or the law. Violations of School policy, the student code of conduct, or the law may result in severe penalties, up to and including expulsion.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, School authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of School rules. Specifically:

### Search and Seizure of Property

- School lockers, desks, computers, and other items provided to the student by the School are on loan to the students and remain the property of the School. They may be inspected, searched, or reclaimed at any time.
- Students must not keep prohibited items, including drugs, drug paraphernalia, firearms, explosives, and property belonging to others within their lockers, backpacks or desks.
- Students must open their lockers at the request of School officials.
- When on School grounds, students and their personal property may be searched if a school official has reasonable suspicion to believe the search may turn up evidence that the student has violated or is violating the law or School rules.
- A student shall have the opportunity to be present during the search of his or her locker, desk, or other property unless the student is absent from School or the safety or welfare of the School or an individual necessitates a search during the student's absence.

The search of a student's person or intimate personal belongings shall be conducted by the School Principal or their designee. This person should be of the student's gender and conduct the search in the presence of another staff member of the same gender. However, no strip searches may be conducted by School personnel.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the School.

Administrators are authorized to arrange for the use of a breath-test instrument, to be conducted and supervised by local law enforcement authorities, for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the School has established a zero tolerance for alcohol use.

The School also authorizes the use of canines, trained in detecting the presence of drugs, when the School Principal or their designee has reasonable suspicion that illegal drugs may be present in the School. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on School property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.

The School Principal or their designee shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The School Principal or their designee shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

#### **ANTI-BULLYING, ANTI-HARASSMENT AND ANTI-INTIMIDATION POLICY**

As more fully set forth in the School's Anti-Harassment, Anti-Intimidation or Anti-Bullying Policy, (attached to the Handbook as Appendix 1) behavior meeting the definition of Harassment, Intimidation, or Bullying is strictly prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action. The School's commitment to address such behavior involves a multi-faceted approach which includes the promotion of a School atmosphere in which these prohibited acts will not be tolerated by students, staff, or the School community.

It is imperative that Harassing, Intimidating, or Bullying behavior(s) are identified only when the specific elements of the definitions are met because the designation of such conduct carries with it special statutory obligations. However, any misconduct, whether or not meeting the required definitions, will be reviewed and the perpetrator will be subjected to appropriate disciplinary consequences.

#### **USE/MISUSE OF TECHNOLOGY**

Technology can greatly enhance the instructional program. Computers and use of the network or on-line services support learning and enhance instruction. Computer networks allow people to interact with many computers; the Internet allows people to interact with hundreds of thousands of networks.

It is the policy of the School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct

electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act. All computers are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

- Violating the conditions of state or federal laws dealing with students' and employees'
  - rights to privacy
- Using profanity, obscenity or other language that may be offensive to another user
- Reposting (forwarding) personal communication without the author's prior consent
- Copying commercial software in violation of copyright law
- Harassing another person
- Posting false or defamatory information
- Plagiarizing information found on the Internet
- Using the network for personal matters, financial gain, for commercial activity or for any illegal activity
- Accessing and/or viewing inappropriate material
- Damaging technology devices or systems
- Using technology to disrupt the educational process, or against policy

Students engaging in any of the above behaviors are subject to severe penalties including:

- Denial of access to computer and network equipment and resources
- Verbal or written reprimand
- Detention
- Suspension
- Criminal charges
- Expulsion

Parents that utilize computers and technology accessible through the School's Parent Resource room are expected to abide by this policy and to follow any guidelines posted in the Parent Resource room from time to time by the School. Parents that fail to follow this policy and posted guidelines will be denied further access to the Parent Resource room and subject to additional consequences as appropriate.

To the extent practicable, technology protection measures (or "Internet filters") are used to block or filter Internet access to, or other forms of electronic communications containing, inappropriate information. Filtering, or blocking, is applied to visual depictions of material deemed obscene, child pornography, or to any material deemed harmful to minors. The filter serves to block minors from accessing inappropriate matter on the Internet and the World Wide Web.

The technology protection measures may only be disabled by an authorized person and only for bona fide research or other lawful purposes.

Additionally, it shall be the responsibility of all members of the staff to supervise and monitor usage of the online computer network and access to the Internet and ensure that the same is in accordance with this policy.

### **TOBACCO FREE ENVIRONMENT**

To protect the health of students and employees, and in accordance with state law, the use or possession of tobacco shall be prohibited on all School Property and at any activity supervised by the School. This shall include, but is not limited to, any and all tobacco related products such as Vaporizers, E-cigarettes, look-alike substances, and others.

### **GENERAL NONDISCRIMINATION POLICY**

Bella Academy of Excellence will not tolerate harassment against any staff member or student on the basis of sex, race, color, national origin, religion, religious expression, age, disability, sexual orientation, status as a Vietnam veteran, military status, or any other basis prohibited by federal state or local law. Any parent or student may file a complaint with the School Principal or contact Imagine Headquarters.

### **STUDENT TRANSPORTATION AND PICK UP AUTHORIZATION FORMS**

To help ensure the safety and protection of your child, the School requires written authorization for any adult other than the child's parent or guardian to pick up the student. You will find this form at the School's front office.

### **EMERGENCY CHANGES IN TRANSPORTATION**

If your child must change their regular mode of transportation, you are required to send a written notice to your child's teacher. The office must be notified by 1:00 pm. For the safety of our students, we will not be able to take alternate transportation requests over the phone or fax. Should there be an emergency that affects the regularly scheduled means of transportation; Bella Academy of Excellence will accommodate requests on a case-by-case basis.

### **DRESSING FOR SCHOOL**

We believe that our dress code policy supports a positive learning environment, and we expect our students to:

- Appear clean, neat and well-groomed each day.
- Arrive and leave school in dress code attire.
- Have shirts tucked in and completely buttoned at all times.

The Bella Academy of Excellence dress code attire consists of:

- Navy Blue, Black, or Khaki pants, skirts, jumpers or shorts (not more than one inch above the knee)
- Any color SOLID button or collared shirts. Shirts should be polo or oxford style. **No logos, stripes, writing or pictures**
- Solid Navy-Blue Sweater, sweater vests, and cardigans. **No Sweatshirts or Hoodies. No argyle sweater vests**
- Predominately black, brown, or white shoes including tennis shoes and soft bottom dress shoes are expected daily. **No glitter, designs, flashing lights, etc**
- Boots ARE NOT to be worn during the school day. In case of snow boots, please provide your child with appropriate school shoes
- Navy blue, Khaki, black, or white socks
- No distracting hair accessories
- Jewelry is limited to **small** earrings and necklaces. Facial and visual body piercings are **prohibited**

### **DRESS CODE INFRACTION ENFORCEMENT**

Students violating the dress code policy will receive the following Dress Code Infraction Consequences:

**Violation #1** - Student will receive a Dress Code Warning that must be signed and returned by parent/guardian the next school day.

**Violation #2** - Student will receive a Dress Code Infraction Form that must be signed and returned the next school day by a parent/guardian.

**Violation #3** - Student will serve a lunch and enrichment detention.

**Violation #4** - Student's parent will be contacted and required to pick up the child to allow the student to comply with the dress code policy. In the event that a dress code violation cannot be handled that day, the child may be excluded from school activities including Friday Club Activity, field trips, dress down days, pep rallies, parties, spirit week, or any special occasions or events not related to classroom instruction.

### **PERSONAL ITEMS**

The School will not accept responsibility for lost, stolen or destroyed personal items of students. Students are encouraged not to bring belongings to School, such as basketballs and/or footballs, which are not necessary for education. More specifically, electronic devices (i.e., games, toys, iPods) or cell phones are not permitted. If parents believe it is absolutely necessary for their student to bring a cell phone to School, the phone must be turned off and stored with a classroom teacher between the hours of 8:00 a.m. and 4:00 p.m. Students are not permitted to keep phones in book bags, coats, or pockets, etc. Phones may not be used to talk, take pictures, play games, record, or text during school hours, including recesses. Parent permission to carry a phone must be on file in the School office. The School is not responsible for lost, stolen or destroyed personal items including cell phones. If any items deemed inappropriate are brought to School they will be

confiscated and held in the main office until it is properly retrieved by the parent, guardian, or caregiver. Confiscated items may be retained until the end of a semester at the discretion of the School Principal. If the School Principal has a reasonable suspicion that information in or on personal items is violating School policy, such items may be searched in accordance with the Search Policy outlined above. In the event of a violation of the cell phone policy the student's cell phone will be taken away. After the **first infraction**, the phone will be returned at the end of the day. After the **second infraction**, the phone will only be returned to a parent who comes to School to retrieve it. **After the third infraction, the student will no longer be permitted to bring a cell phone to School for the remainder of the school year, and any phone found in the student's possession thereafter will be confiscated until the end of the school year.**

### **PESTICIDE APPLICATION**

In accordance with Ohio law, parents and guardians of minor children, adult students, faculty and staff who are enrolled or employed at the School may request and receive prior notifications of the applications of pesticides which are scheduled for a time when School is in session. All such requests shall include the requesting party's email address and/or telephone number and shall be submitted in writing to the School Office.

### **HEALTH REQUIREMENTS, SERVICES, AND MEDICATION**

The School recognizes its responsibilities to help protect the health of students. Parents are required by state law to fill out an Emergency Medical Authorization Form. These are kept in the front office and used in emergencies.

The School shall have on file for each student an emergency medical authorization form providing information from the parent(s) or guardian on how they wish the School to proceed in event of a health emergency involving the student and authorization for the School in case emergency action must be taken. It is the responsibility of each parent to notify the school immediately upon an update to any information on the Emergency Medical Authorization Form.

Your child must meet county and state health regulations for entrance to school. The School checks health records each year and will supply you with an immunization request form for necessary immunizations that your child needs. Students that have not presented written evidence confirming that the minimum immunization requirements have been met shall be excluded from School on the fifteenth day of the school year. Written statements of objection to immunizations due to parent's or guardian's religious reason are filed in the student's health folders.

A student is also exempt if they present a physician's statement that immunization is medically contraindicated. A signed statement of history of measles or mumps may be substituted for the measles or mumps vaccinations. However, a history of rubella may not be substituted for rubella vaccine.

## **IMMUNIZATION REQUIREMENTS**

The Ohio Department of Health minimum immunization requirements can be accessed at the following website: <https://www.odh.ohio.gov>.

## **STUDENT ILLNESS**

When a student becomes ill at School, the parent will be notified to take the child home. Any student suspected of having a communicable disease will be referred to a physician for examination and recommendation for exclusion from School. Readmission will be allowed by a physician's statement.

A child who is ill will not perform well at school and may be exposing the other students in the classroom. Please keep your child home if any of these symptoms are present: a fever of 100 degrees or greater, an undiagnosed rash, an earache or draining ear, diarrhea or vomiting, severe sore throat, persistent or severe cough, persistent or severe headache, or a known communicable disease. If your child is sent home with a fever of 100 degrees or greater, they must be fever-free without medication for 24 hours before returning to school.

Please call by 9:00 a.m. on days your child is ill. You may call before the office opens and leave a message. When reporting student absences, please report any of the following communicable diseases: chicken pox, conjunctivitis (pink eye), fifth disease, hepatitis, influenza (fever, upper respiratory infection, headache, and body aches), measles, mumps, meningitis, strep throat, lice, ringworm, and scabies. This information is helpful in the control of illness among students.

## **HEALTH SCREENINGS**

All kindergarten, first, third, and fifth graders, and new students, will be screened for adequate vision and hearing. By November 1<sup>st</sup> of each academic year, a student enrolled for the first time in either kindergarten or first grade must be given a hearing, vision, speech, and communication screening. Most screening tools yield a "pass" or, if there are areas of concern, "did not pass." Results will be shared with families if the screening has a "did not pass." Referral forms will be mailed to parents when further evaluation by a physician is recommended.

## **HEAD LICE**

From time to time students get head lice. Lice are highly contagious. If your child is found to have lice, you are required to pick him/her up immediately. The student must be treated and report to the School office before he/she is allowed back in the classroom. Treatment advice is available through the School office or your doctor. Most children can be treated and return to school within 24 hours.

## **BED BUG POLICY**

If it is suspected that a student has bed bugs, they will be removed discreetly from the classroom so the School nurse or qualified individual can perform an inspection of the student's clothing and belongings. If bed bugs are found, nonessential items for the school day such as book bags and

coats will be put into a large plastic bag and tightly sealed. The parents will be notified immediately by the School nurse or School administration. Further instructions will be given to the parents on how to send the student to school the following day.

### **ADMINISTERING MEDICATION**

Students needing medication will be encouraged to receive the medication at home, if possible. If necessary for any prescription or non-prescription medication to be administered at School, the student's parent/guardian must present a statement signed by both parent/guardian and physician which includes the required information set forth below.

Except in situations required by law, no medication will be administered by School staff.

The Physician's written approval must include the following information:

- The name and address of the student
- The School and class in which the student is enrolled
- The name and dose of the medication to be administered
- The times and intervals at which each dosage of the drug is to be administered
- The date the administration of the drug is to begin
- The date the administration of the drug is to cease (if applicable)
- Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency as well as one or more phone numbers at which the Parent, Guardian or other person having care or charge of the student can be reached in an emergency
- Special instructions for administration of the drug by the student, including sterile conditions and storage
- Written instructions outlining procedures School employees should follow in the event the Student is unable to administer the medication or the medication does not provide adequate relief
- A list of adverse reactions that may occur to a child for whom the medication was not intended who uses the medication
- And any other special instructions

Medication will be received at School in the container in which the prescribing physician or other licensed professional dispensed it. Medication and dosage listed on the label must be identical to the authorization form. Parents are responsible for keeping a record of the amount of medication at School and for sending more when needed.

The School must have the above stated documentation provided by the physician and Parent or guardian if the Student is a minor in order to allow a student to use an asthma inhaler or epinephrine auto injector.

The School has adopted separate policies regarding the use of Asthma Inhalers, Epinephrine Auto-injectors and Diabetic Students. If a student is diabetic, the student or the parent, guardian or other person having care or charge of the student should notify the School Principal.



### **REPORTING CHILD ABUSE AND NEGLECT**

Teachers, administrators, and other professionals who may come in contact with students are required to report cases of suspected child abuse or neglect. Such reports will be made immediately to the County Children Services Board or a municipal or county peace officer in the county in which the suspected abuse or neglect is occurring or has occurred. The Principal shall be made aware of suspected abuse or neglect.

### **FIELD TRIPS**

When students are traveling away from School, they are subject to the same rules and regulations outlined in the Code of Conduct for in-school behavior. Teacher discretion is paramount in deciding student eligibility to participate in field trips based on classroom behavior.

Signed permission slips must be on file with the teacher for each student for each field trip. All students MUST ride on the bus with their teacher to and from the destination. Parents who volunteer must complete the necessary volunteer forms, available in the School office, to ensure student supervision and safety.

### **ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

Participation in extracurricular and co-curricular activities is a privilege to those students who meet the academic and character standards of the Imagine Philosophy. All activities will have clear rules and expectations for participation. Eligibility rules, necessary forms and requested information must be completed and signed before students may participate in any extracurricular or athletic activity.

### **BIRTHDAYS, CLASSROOM, AND SCHOOL WIDE SOCIAL GATHERINGS**

To celebrate the birthday of their student, parent(s)/guardians are permitted to bring a small treat for the class to enjoy at 3:30 p.m. All food brought must be store-bought and nut-free. (No homemade food is permitted.) Please contact the child's teacher in advance as all celebrations are at the individual teacher's discretion.

Classroom celebrations, awards ceremonies, and performances are held at each individual teacher's discretion. Gatherings are held at the close of the school day. Parent participation is encouraged.

### **PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences are held each year. During these established times, parent, guardians and/or caregivers are encouraged to schedule a conference. Informal conferences, which must be scheduled by the teacher, can be held before or after School. Please call, write, or message your child's teacher through ClassDojo to schedule an appointment.

**Parents may request a conference with a teacher at any time by calling the front office. Conferences are scheduled based on teacher availability.**

### **RE-ENROLLMENT**

If no notice is received from a parent by April 30<sup>th</sup> as to their intent to send their child back for the next school year, it will be assumed that the child will not return, and that position may be filled by another student.

### **SCHOOL TELEPHONES**

School telephones are for staff use only. Students will only be allowed to use the phone during emergency situations or teacher permitted situations.

### **VISITOR'S POLICY**

Visitors will not be permitted to the School building as a health and safety precaution during the school day. Parents may still visit with a scheduled appointment approved by the School Principal or communicate with the School office for any needs. The School Principal will notify such a scheduled visitor of requirements, such as signing-in, times, and rules to follow. The School reserves the right to deny access to anyone, including parents, to the School facility and grounds at any time in the sole discretion of the School Principal.

### **EMERGENCY OPERATIONS PLAN**

The School strives to provide a safe and secure environment for students and to protect your child should an emergency occur. A School wide Emergency Operations Plan has been developed and provided to School personnel for assisting and responding to various emergency situations.

Your cooperation is also needed should a crisis arise. For more information concerning a School crisis, please refer to ClassDojo, local radio, or television stations for updates. **PLEASE DO NOT CALL THE SCHOOL DIRECTLY.** Calling the School may limit the availability of telephone lines needed to access emergency rescue services. It is important for parents/guardians to ensure all phone numbers are up to date in the main office and maintain ClassDojo connection as parents will receive information related to any emergency via the School's all call system and ClassDojo.

### **SAFER OHIO TIP LINE**

In order to provide parents, students or members of the public a means to anonymously report instances that might alter the overall safety of the School, the School has partnered with SaferOH. This tip line is available 24-hours a day, and anyone who has reason to believe that the safety of the School is compromised in any way may anonymously call or text to report any pertinent information to 844-SaferOH (844-723-3764).

Things to report to the tip line include (but are not limited to):

- Bullying incidents
- Withdrawn student behaviors
- Verbal or written threats observed toward students, faculty or schools
- Weapon/suspicious devices on or near School grounds
- Gang related activities
- Unusual/suspicious behavior of students or staff
- Self-harm or suicidal sentiments
- Any other School safety related concerns

### **VOLUNTEERS**

The protection and wellbeing of our students is paramount. To that end, a background check may be required for volunteers depending upon their level of contact with students.

Volunteers who have no disqualifying events will then be added to our list of volunteers. For more information, please call the School office.

### **FAMILY VOLUNTEER HOURS**

#### **Policy: Parent Service Hours**

Parents of Bella students are expected to contribute 10 hours of service to the School each year. Hours may be set up with the office or completed in one of the many volunteering opportunities listed below and other opportunities as determined throughout the year. Families with multiple students enrolled are only required to complete a total of 10 hours per year. A record of parent service hours will be kept and an update on completed hours will be sent home each quarter.

#### **Volunteering**

There are a number of ways parents can volunteer and demonstrate their commitment to our School. Parent volunteer service hours are earned by directly supporting the School and by supporting your child academically. Possible volunteer activities to support the School include:

- Office support
- School Events (Back to School Night and Open House)
- Fundraising activities
- Breakfast and lunch distribution
- Field trip assistance and supervision
- Special events assistance
- Arrival and dismissal supervision
- Completion of stakeholder feedback surveys
- Leadership activities such as serving as the parent representative for PTO, or participating in other School committees

Possible volunteer activities to support your child academically include:

- Classroom visits
- Classroom support
- Tutoring support

### **PARENT TEACHER ORGANIZATION**

The Parent Teacher Organization (PTO) is a School organization comprised of parents, teachers, administrators, and volunteers whose objective is to provide support to the scholastic and extracurricular programs of our School through fundraising and volunteer assistance. It is a mechanism by which parents can become involved and contribute to the continuing excellence of the School as well as voice their suggestions and concerns.

#### **What are the goals and objectives of the Parent Teacher Organization?**

Providing a better education for our children requires a close working relationship among parents, administrators, teachers, students, and the community. Our goals and objectives include, but are not limited to:

- Expand parental and teacher involvement
- Build greater parental trust and support for the School personnel
- Communicate effectively with parents, administrators, teachers, students, and the community members
- Ensure high academic standards amongst all students
- Raise money for School improvements, special purchase items, classroom supplies and student events
- Work with the parent committee task force

### **TITLE I PARENT INVOLVEMENT POLICY**

Bella Academy of Excellence has adopted a policy addressing the importance of parent involvement. The School will provide opportunities for parents to formulate suggestions, interact and share experiences with other parents, and participate appropriately in decision making about the School's Title I plan and revisions in the parental involvement plan. In connection therewith, the School will hold an annual orientation meeting where parents will meet their child's teacher and be reassured of their right and responsibility to be involved in their child's education. The School has a Parent Involvement Policy in place, which shall be made available upon request to the Principal.

### **CHILD FIND POLICY**

School districts across the state of Ohio are participating in an effort to identify, locate, and evaluate all children from birth through 21 years of age who may have disabilities. If you have or know of a child who may have a disability, contact the School office for more information and help.

Disability, in this instance, means such conditions as hearing impairments, visual impairments, speech or language impairments, specific learning disabilities, emotionally disturbed, multiple disabilities, mental retardation, other health impairments, physical impairments, autism, and traumatic brain injury. Public schools have responded vigorously to federal and state mandates requiring the provision of a free appropriate public education regardless of a child's disability.

### **What will happen when you contact your local school?**

The school will ask for information about the child, asking such questions as: What is the problem? What has already been done about the problem? What background information is available? This information may be collected in several ways including interviews, observation, screening, and testing. This information may be obtained from parents and the student, or from other agencies that have information about the student. This information will be used to decide whether the child has a disability and needs special services.

All information collected will be held in strict confidence and released to others only with parent permission or as allowed by law.

### **What are your rights as a parent?**

Parents and students have rights in this process. Parents have the right to:

- Review their child's records.
- Refuse permission to release information (except as required by or permitted by law to be released).
- Request that information they believe to be inaccurate, misleading, or in violation of their child's privacy or other rights be changed. The School has a process to resolve disagreements about information collected.

For more information, please consult *A Guide to Parent Rights in Special Education* available on the Ohio Department of Education Website.

Bella Academy of Excellence's policies and procedures for special education are available. Contact the School Principal if you wish to review these procedures.

### **ESEA NOTIFICATION**

As a parent of Bella Academy of Excellence, you have the right to know the professional qualifications of the classroom teacher(s) who instruct your child. Specifically, you have the right to know whether your child's teacher has been licensed or certified by the Ohio Department of Education for the grades and/or subjects he or she teaches or if the Ohio Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under the state regulations because of special circumstances. You also can request such information as to the teacher's college major, whether the teacher has any advanced degrees, and if so, the subject(s) of the degrees. You may also ask if any teachers' aides who provide services to your child have the proper qualifications.

## **EDUCATION OF HOMELESS CHILDREN AND YOUTH**

Children who meet the Federal definition of “homeless” will be provided a free and appropriate public education in the same manner as all other students of the School. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless and will be assigned to the school serving those non-homeless students residing in the area in which the homeless child is actually living. Pursuant to the School’s Open Enrollment Policy, any homeless child in the State of Ohio is eligible to attend the School. No homeless student will be denied enrollment based on a lack of proof of residency. No Board policy, administrative guidelines, or practice will be interpreted or applied in such a way as to inhibit the enrollment attendance, or school success of homeless children.

Homeless students will be provided services comparable to other students in the School including:

- Transportation
- Educational services for which the homeless student meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency
- Programs in vocational and technical education
- Programs for gifts and talented students
- School nutrition programs

McKinney-Vento Homeless Children and Youth Program Overview:

The School Principal shall serve as the School’s local liaison for homeless children and youth and will ensure compliance with all requirements under the McKinney-Vento Homeless Act. To the extent that the School receives assistance from the Federal Program for Education for Homeless Children and Youth, it shall comply with requirements to coordinate services for homeless students with local social service agencies and programs, including those funded under the Runaway and Homeless Youth Act.

## **OHIO DEPARTMENT OF EDUCATION COMPLAINT RESOLUTION POLICY**

It is the policy of the Ohio Department of Education (“ODE”) to investigate all allegations of noncompliance with state or federal law, rules, or regulations. In order to initiate a complaint with the ODE that a school district or the ODE has violated State law or regulations, or federal law or regulations that apply to any covered federal program, a complainant must submit a written, signed complaint that: 1) describes the pertinent facts; 2) identifies the alleged violations of the law; and 3) recommends how the complainant would have the ODE resolve the complaint.

*The complaint must be mailed to the ODE. Complainants include any: public agencies, parents, and other individuals or organizations. The ODE will not accept or investigate allegations of violations from anonymous sources. The ODE will strive to resolve all complaints within 60 days of receipt.*

## **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) NOTIFICATION**

### **DESCRIPTION OF INTENT**

The School follows a philosophy of continuous improvement and honest, objective data analysis. This philosophy requires well-planned and sometimes independent research efforts to determine the effectiveness of the School's programs and strategies. From time to time, the School will collect and analyze student performance data and various measures of effectiveness. In addition, families may be asked to participate in surveys or focus groups. Such research shall always be undertaken ensuring student privacy is protected and in compliance with the PPRA, as revised by the No Child Left Behind Act. For example, the names of the student, Parent/Guardian, and family members will not be revealed, and results will only be reported in the aggregate or by sub-groupings of sufficient size so that anonymity of the participants is safeguarded.

### **RIGHTS AFFORDED BY THE PPRA**

The PPRA affords emancipated minors and students of age eighteen (18) and older (Eligible Students) and Parent/Guardians of minors certain rights regarding the School's conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These rights include the following:

The right to provide consent before students is required to submit to a survey that concerns one or more protected areas ("Protected Information Survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education. Protected areas include the following:

- Political affiliations or beliefs of the student or student's parent
- Mental or psychological problems of the student or student's family sex behavior or attitudes
- Illegal, antisocial, self-incriminating, or demeaning behavior
- Critical appraisals of others with whom respondents have close family relationships
- Legally recognized privileged relationships, such as with lawyers, doctors, or clergy
- Religious practices, affiliations, or beliefs of the student or Parent/Guardian
- Income, other than as required by law to determine program eligibility

The right to receive notice and an opportunity to opt a student out of the following:

- Any other Protected Information Survey, regardless of funding.
- Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the School or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

The right to inspect, upon request and before administration or use, of the following:

- Protected Information Surveys of students

- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
- Instructional material used as part of the educational curriculum

These rights transfer from the Parent/Guardian to the student if the student is eighteen (18) years old or is an emancipated minor under state law or by court order.

### NOTIFICATION PROCEDURES

The School will work to develop and adopt policies regarding these rights in consultation with Parent/Guardian. The School will also work to make arrangements to protect student privacy in the administration of Protected Information Surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

The School will directly notify the Parent/Guardian of these policies annually in this PPRA Notice or after any substantive changes. The School will also directly notify by U.S. mail, e-mail, or other reasonably available method Parent/Guardians of students who are scheduled to participate in the specific activities or surveys described in this PPRA Notice and will provide an opportunity for the Parent/Guardian to opt students out of participation of the specific activity or survey. The School will make this notification to Parent/Guardian near the beginning of the school year if it has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, the Parent/Guardian will be provided reasonable notification of the planned activities and surveys covered by the PPRA and will be provided an opportunity to opt their students out of such activities and surveys. The Parent/Guardian will also be provided an opportunity to review any pertinent surveys. The following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution
- Administration of any Protected Information Survey funded in whole or in part by U.S. Department of Education
- Any nonemergency, invasive physical examination, or screening as described above in the Rights Afforded by the PPRA

Where a Student is scheduled to participate in these activities, the Student will be notified as described above.

### REPORTING A VIOLATION

The Parent/Guardian or Student who believes their rights have been violated may file a complaint to the following:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901



**NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURES INCLUDING TITLE II,  
TITLE VI, TITLE IX, SECTION 504 AND ADA**

The School does not discriminate on the basis of religion, religious expression, race, color, national origin, sex, gender identity, sexual orientation, disability or age in its programs, activities, or employment. The Board of Directors will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis.

Further, it is the policy of the School to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence, or social or economic background, to learn through the curriculum offered in the School.

The following person has been designated to handle inquiries regarding the nondiscrimination policies of the School or to address any complaint of discrimination:

**Title IX Coordinator**  
Rachel Cirullo, Imagine School  
(703)682-5609  
rachel.cirullo@imagineschools.org

**Non-Custodial Parent Record Request:**

A parent who is separated, divorced, and/or not the student's residential parent is permitted access to any records under the same terms and conditions as the residential parent, provided that the parents are not subject to any parenting agreement or court order to the contrary. Should a parenting agreement or court order exist, it is the responsibility of the parent to provide the School with copy as well as any updated changes throughout the year.

**THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal or appropriate School official a written request that identifies the record(s) they wish to inspect. The School Principal or appropriate official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School Principal or appropriate official, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the

parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to School officials with legitimate educational interests. A School official is a person employed by the School in an administrative, supervisory, academic, or support staff position, including but not limited to, Imagine School employees; a member of the School law enforcement unit, which consists of the principal; a person with whom the School has contracted to perform a special task (i.e. Attorney, auditor, outside consultant); a person serving on the Board. A School official has a "legitimate educational interest" in an education record when the official needs to review the record in order to fulfill his or her responsibility on behalf of the School, such as when the official is performing a task that is specified in his or her job description or by a contract agreement or other official appointment; performing a task related to a student's education; performing a task related to the discipline of a student; or providing a service or benefit relating to the student or student's family, such as health care, counseling, assisting with the college application procedure; any other purpose that the Board deems necessary as related to a student's education. Upon request, the School discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901**

The School intends to forward any and all education records to another school or post-secondary institution at which the students seeks or intends to enroll, upon the condition that the student's parents be notified of the transfer, receive a copy if so desired, and have an opportunity for a hearing to challenge the content of the record.

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of students' education records. Under FERPA, most information about our students cannot be made public without the consent of parents/guardians. However, if the School designates information as directory information, FERPA allows the release of student directory information unless the student's parent(s)/guardian(s) inform the School in writing not to release such information.

**OFFICIAL DESIGNATION**

The School has designated a student's name, participation in officially recognized activities or sports, dates of attendance, awards received, and date of graduation as "directory information."

The School will use the designated directory information (if any) in the following manner:

- All School related publications
- Yearbook
- Honor roll
- Other recognition lists Activity programs
- Awards or awards ceremonies
- Graduation programs
- Sports
- Student directory
- Other
- all of the above

Officially designated directory information can also be disclosed to outside organizations unless parent(s)/guardian(s) have advised the School that they do not want their student's information disclosed without their prior approval.

**Parent Request:** Directory Information

If you do NOT want the School to disclose directory information from your child's education records without your consent, you must notify us in writing within ten days of your receipt of this notice or by September 20, 2022, whichever is later.

The form on this page may be utilized for that purpose.

Please submit the entire page to the Bella Academy of Excellence main office.

**Please do not make available my student's directory information without my prior written permission.**

Student's Name: \_\_\_\_\_

Student's Current Grade and Teacher: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



Dear Families,

Our family Handbook, annual reports, and school report card from ODE is also available on our school's website: <http://www.imaginebellaacademy.org>.

If you have difficulty accessing, you may use the computers in the Parent Resource Room at our school. Additional copies are also available in the main office to pick-up. Please submit this signature page to the main office.

Thank you,

Imagine Bella Team

**SIGNATURE PAGE**  
**BELLA ACADEMY OF EXCELLENCE**  
**FAMILY HANDBOOK**  
**2022-2023**

Student's Name: \_\_\_\_\_  
PRINT

Grade: \_\_\_\_\_

Parent's/Guardian's Name: \_\_\_\_\_  
PRINT

We have received a copy of the Imagine Schools - Bella Academy of Excellence's Family Handbook for the 2022-2023 school year. We consent, support, and agree to follow the policies, procedures, and Code of Conduct as outlined in the Handbook. We understand that this Handbook overrides any previously adopted, conflicting School policies and procedures. We recognize that although this Handbook reflects the current policies of the School, it may be necessary to make changes from time to time to best serve the needs of the School and its students. As a result, we agree to make affirmative efforts to review new policies and information related to changes at the School on a regular basis. Agreed to by:

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Parent Signature Date

**This agreement will be placed in the student's file. Failure to return agreement may result in withholding interim and report card.**

19114 Bella Drive · Cleveland, Ohio 44119 · Phone 216.481.1500 · Fax 216.481.4515  
[www.imaginebellaacademy.org](http://www.imaginebellaacademy.org)

**ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING POLICY**

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Bella Academy of Excellence**

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# ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING POLICY

## I. Introduction

It is the policy of the Board of Directors that any form of Harassment, Intimidation, or Bullying behavior, whether in the classroom, on school property, including, without limitation, school buses, to and from school, at School-Sponsored events, or online via the Web, is expressly forbidden. Periodically, the School shall review the policy and consult with parents, school employees, school volunteers, students and community members regarding necessary revisions.

- A. Students who have been determined to have engaged in prohibited behaviors are subject to disciplinary action, which may include suspension or expulsion from school. The School's commitment to addressing such prohibited behaviors, however, involves a multifaceted approach, which includes education and the promotion of a school atmosphere in which Harassment, Intimidation or Bullying will not be tolerated by students, faculty or school personnel.
- B. It is imperative that Harassment, Intimidation, or Bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether or not appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

## II. Definition of Terms

- A. "Harassment, Intimidation or Bullying" means either of the following:
  - 1. Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student more than once and the behavior both:
    - a. Causes mental or physical harm to the other student; and
    - b. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.
  - 2. Violence within a dating relationship.
- B. "Electronic Act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device or other electronic communication device.

## ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING POLICY

- C. In evaluating whether conduct constitutes Harassment, Intimidation or Bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and whether the victim's reaction was reasonable or foreseeable under the circumstances, and the perpetrator's motivation, either admitted or appropriately inferred.
- D. A School-Sponsored Event shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or organized by the School or on behalf of the School.

### III. Types of Conduct

- A. Harassment, Intimidation or Bullying can include many different behaviors including overt intent to ridicule, humiliate or intimidate another student or school personnel. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:
  - 1. Physical violence and/or attacks;
  - 2. Threats, taunts and intimidation through words and/or gestures;
  - 3. Extortion, damage or stealing of money and/or possessions;
  - 4. Exclusion from the peer group or spreading rumors; and
  - 5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as "cyber bullying"), such as the following:
    - (a) Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries);
    - (b) Sending abusive or threatening instant messages or email;
    - (c) Using camera phones to take embarrassing photographs of students and posting them online or sending them to third parties; and,
    - (d) Using Web sites to circulate gossip and rumors to other students; and
    - (e) Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.



## **ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING POLICY**

### **IV. Publication of Policy**

#### **A. Publication of the prohibition against Harassment, Intimidation and Bullying and related procedures.**

1. The prohibition against Harassment, Intimidation or Bullying shall be publicized in any student handbooks and in any of the publications that set forth the comprehensive rules, procedures and standards of conduct for schools and students in the School. In addition, information regarding the policy shall be incorporated into employee training materials.

### **V. Complaints**

#### **A. Written Complaints**

1. Students and/or their parents or guardians may file reports regarding suspected Harassment, Intimidation or Bullying. Such written reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected Harassment, Intimidation and/or Bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action in accordance with Section 6.

#### **B. Verbal Complaints**

1. Students, parents or guardians and school personnel may make verbal complaints of conduct that they consider to be Harassment, Intimidation and/or Bullying by verbal report to a teacher, school administrator, or other school personnel. Such verbal complaints shall be reasonably specific as to the actions giving rise to the suspicion of Harassment, Intimidation and/or Bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s), and the names of any potential student or staff witness. A school staff member or administrator who receives a verbal complaint shall promptly document the complaint in writing, including the above information. This written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action in accordance with Section 6.

#### **C. Protection of Person Filing Complaint**

## ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING POLICY

1. Individuals who make complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of Harassment, Intimidation and/or Bullying. The School will follow appropriate intervention strategies for protecting a victim or other person from additional harassment, intimidation or bullying, and from retaliation following a report, including anonymous reporting.

### D. False Complaint

1. It is a violation of this policy and procedure to knowingly report false allegations of Harassment, Intimidation, and/or Bullying. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

## VI. School Personnel Responsibilities

### A. Teachers and Other School Staff

1. Teachers and other school staff, who witness acts of Harassment, Intimidation or Bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written, incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected Harassment, Intimidation, and Bullying shall promptly notify the building principal and/or his/her designee of such report(s). If the report is a written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is a verbal complaint by a student that is received by a teacher or other professional employee, he or she shall prepare a written report of the verbal complaint which shall be promptly forwarded (no later than the next school day) to the building principal or his/her designee.
2. In addition to addressing both written and verbal complaints, school personnel are encouraged to address the issue of Harassment, Intimidation or Bullying in other interactions with students. School personnel may find opportunities to educate students about Harassment, Intimidation and Bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of

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ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of “Harassment, Intimidation or Bullying.”

### B. Administrator Responsibilities

#### 1. Investigation

- (a) The principal and or his/her designee shall be promptly notified of any written or verbal complaint of suspected Harassment, Intimidation or Bullying. Under the direction of the building principal or his/her designee, all such complaints shall be investigated promptly. A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of Harassment, Intimidation or Bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.
- (b) Notwithstanding the foregoing, when a student making a verbal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

#### 2. Remedial Actions

- (a) Verified acts of Harassment, Intimidation, or Bullying shall result in an intervention by the building principal or his/her designee that is intended to ensure that the prohibition against Harassment, Intimidation or Bullying behavior is enforced, with the goal that any such prohibited behavior will cease.
- (b) Harassment, Intimidation and Bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of Harassment, Intimidation and Bullying. While conduct that rises to the level of Harassment, Intimidation or

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Bullying, as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension; or expulsion) is a matter for the professional discretion of the building principal.

### VII. Reporting Obligations

- A. The parent or guardian of any student involved in a prohibited incident will be notified in writing and, to the extent permitted by state and federal laws governing student privacy, will have access to any written reports pertaining to the prohibited incident.
- B. Report to the Parent or Guardian of the Perpetrator
  - 1. If after investigation, acts of Harassment, Intimidation and Bullying by a specific student are verified, the building principal or his/her designee shall notify in writing the parent or guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in such notification.
- C. Reports to the victim and his/her parent of guardian
  - 1. If after investigation, acts of bullying against a specific student are verified, the building principal or his/her designee shall notify the parent or guardian of the victim of such finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such Harassment, Intimidation and Bullying.
- D. List of verified acts of Harassment, Intimidation or Bullying
  - 1. A requirement that the School administrator semiannually provide the president of the School board a written summary of all reported incidents and post the summary on the district Web site, if one exists. The list shall be limited to the number of verified acts of Harassment, Intimidation and Bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.
  - 2. This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions or debate that is conducted at appropriate times and places and is protected by State or Federal Law. The disciplinary action for any student guilty of harassment, intimidation,

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or bullying, which shall not infringe on any student's rights under the first amendment to the Constitution of the United States.

### **VIII. Police and Child Protective Services**

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse must be reported to Child Protective Services, per required timelines. The School must also investigate for the purpose of determining whether there has been a violation of the School Policy or Procedure, even if law enforcement or CPS is also investigating. All School personnel must cooperate with investigations by outside agencies.

### **IX. Training**

The School agrees to provide appropriate staff and volunteer training in the implementation of the above policy and prevention of harassment, intimidation and bullying in the School.

### **X. Publication of the Prohibition Against Harassment, Intimidation and Bullying**

At least once each year, a written statement in substantially the form attached hereto as Exhibit A, describing the policy and the consequences for violations of the policy must be sent to each student's custodial parent or guardian. The statement may be sent with regular student report cards or may be delivered electronically.

In addition, the policy shall appear in the student handbook and in any publication that sets forth the comprehensive rules, procedures, and standards of conduct of the School.

# **ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING POLICY**

## **Exhibit A**

### **ANNUAL NOTICE** **OF** **ANTI-BULLYING, ANTI-INTIMIDATION AND ANTI-HARASSMENT POLICY**

It is the policy of the School that any form of Bullying behavior, whether in the classroom, on school property, including, without limitation, school buses, to and from school, at School-Sponsored Events, or via Electronic act (defined as an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device) is expressly forbidden.

Students who have been determined to have engaged in prohibited behaviors are subject to disciplinary action, which may include suspension or expulsion from school. The School's commitment to addressing such prohibited behaviors, however, involves a multifaceted approach, which includes education and the promotion of a school atmosphere in which Harassment, Intimidation or Bullying will not be tolerated by students, faculty or school personnel.

Harassment, Intimidation or Bullying means either any intentional written, verbal, graphic, physical or Electronic act that a student or group of students exhibits toward another particular student more than once which causes mental or physical harm to the other student and creates an intimidating, threatening or abusive educational environment for the other student. Harassment, Intimidation or Bullying is also defined to include violence within a dating relationship.

Students who believe they have been harassed or bullied by fellow students or School employees are encouraged to promptly report such incidents to a school staff member or administrator.

Complaints will be documented and investigated in accordance with the School's policy.

Teachers and other school staff, who witness acts of Harassment, Intimidation or Bullying, shall promptly notify the building principal and/or his/her designee and shall promptly file a written, incident report concerning the events witnessed.

Additional provisions of the policy may be found in the Parent/Student handbook or obtained from the School office at any time.

## **BELLA ACADEMY OF EXCELLENCE** **Internet Safety Policy**

The Board of Directors has adopted the following policy with respect to Internet safety. The School shall employ technology protection measures that: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access, including but not limited to “hacking”, and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information regarding minors; and (d) comply with the Children’s Internet Protection Act. All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user’s access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. Violating the conditions of the state or federal laws dealing with students’ and employees’ rights to privacy;
2. Using obscene, profane, lewd, rude, inflammatory, threatening, derogatory, or other language that may be offensive to another user;
3. Reposting (forwarding) personal communication without the author’s prior consent;
4. Copying commercial software in violation of copyright law;
5. Harassing another person;
6. Posting false or defamatory information;
7. Plagiarizing information found on the Internet;
8. Using the network for financial gain, for commercial activity or for any illegal activity;
9. Accessing, viewing, and/or transmitting inappropriate material;
10. Damaging technology devices or systems;
11. Using technology to disrupt the educational process, or in violation of this policy;
12. Unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
13. “Hacking” or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access.

To the extent practicable, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Filtering, or blocking, is applied to visual depictions of material deemed obscene, child pornography, or to any material deemed harmful to minors. The filter serves to block minors from accessing inappropriate matter on the Internet and the World Wide Web.

The technology protection measures may only be disabled by an authorized person and only for bona fide research or other lawful purposes.

Additionally, it shall be the responsibility of all members of the staff to educate, supervise and monitor appropriate usage of the online computer network and access to the

Internet and ensure that the same is in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act and the Protecting Children in the 21<sup>st</sup> Century Act. To the extent feasible, the School shall take steps to promote the safety and security of users of the School's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

The School will provide age-appropriate training for students who use the School's Internet facilities. The training provided will be designed to promote the School's commitment to:

- a. The standards and acceptable use of Internet services as set forth herein;
- b. Student safety with regard to:
  - i. Safety on the Internet;
  - ii. Appropriate behavior while online, on social networking Websites, and in chat rooms; and
  - iii. Cyberbullying awareness and response
- c. Compliance with the Children's Internet Protection Act

The School makes no warranties of any kind, either express or implied, that the functions or the services provided by or through School's network will be error-free or without defect. The School will not be responsible for any damage users may suffer, including but not limited to, loss of data, interruptions of service, or exposure to inappropriate material or people. The School is not responsible for the accuracy or quality of the information obtained through the system. The School will not be responsible for financial obligations arising through the unauthorized use of the system. Users or parents of users will indemnify and hold the School harmless from any losses sustained as the result of misuse of the system by user.

The use of technology is a privilege and an important part of the School's overall curriculum. The School will, from time to time, make determinations on whether specific uses of technology are consistent with School policies for students and employees of the School but does not warrant that the technology resources will meet any specific requirements of the student or other users, or that it will be error free or uninterrupted. The School always reserves the right to monitor and log technology use, to monitor file server space utilization by users, and examine specific network usage (as may be deemed necessary) for maintenance, safety or security of the technology resources, or the safety of the user.

A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School may refuse to reinstate. Violation of this Policy may include the user permitting another to use his or her account or password to access the computer network or Internet, including any user whose access has been denied or terminated.

## DEFINITIONS

For purposes of this Policy:



A “minor” is anyone under the age of 18.

“Harmful to minors” means any picture, image, graphic image file or other visual depiction that: (a) taken as a whole and with respect to minors, appeals to a prurient interest in nudity or sex; (b) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (c) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

“Technology Protection Measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. Obscene, as that term is defined in Section 1460 of Title 18 of the United States Code;
2. Child Pornography, as that term is defined in Section 1226 of Title 18 of the United States Code; or
3. “Harmful to minors.”

“Sexual act” and “sexual contact” have the meanings given such terms in Section 2246 of Title 18 of the United States Code.